

Central Intelligence Agency



Washington, D.C. 20505

August 17, 2010



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Dear



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On 4 August 2010 we received your letter dated 12 July 2010 requesting information on you.

The Privacy Act requires federal agencies to safeguard personally identifiable information about an individual. CIA's Privacy Regulations, Title 32 C.F.R. § 1901.13, establish the criteria below:

An individual seeking access to or amendment of records about himself shall provide in the letter of request his full (legal) name, address, date and place of birth, and current citizenship status together with a statement that such information is true under penalty of perjury or a notarized statement swearing to or affirming his identity. In the case of an individual who is an alien lawfully admitted for permanent residence, said individual shall provide his or her alien registration number and the date that status was acquired.

Although you have provided most of the necessary information, we must receive either a statement under penalty of perjury or a notarized statement swearing to or affirming your identity before we can begin processing your request.

Because you have not provided the information we require, we are closing your request at this time. Once we receive the necessary information, we can then begin processing your request.

You also requested records pertaining to "(your) employment or service to the



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Since each agency is responsible for its own records, you will need to contact each of them directly.

Sincerely,

A handwritten signature in cursive script that reads "Delores M. Nelson".

Delores M. Nelson
Information and Privacy Coordinator

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